

REQUEST FOR SUBMISSION OF PROPOSALS
Before and After School Child Care
in Montgomery County Public Schools

The Office of Community Use of Public Facilities seeks proposals from qualified businesses or individuals to provide licensed before and after school child care services in designated Montgomery County Public Schools. Only proposals for before and after school care during the school year will be considered. Successful applicants will receive a one-year lease for the designated school site with a maximum of four annual renewals.

Background

Community Use of Public Facilities (CUPF) was created as an agency of Montgomery County Government in 1978 to administer and coordinate the after hours use of Montgomery County Public Schools by the community. The enabling legislation established an Interagency Coordinating Board (ICB), comprised of key MCPS and County administrators as well as citizen representatives, to formulate policies for the use of schools.

In 1986, the ICB adopted procedures for selection of child care programs for shared space in schools. These procedures provide that openings for a shared space child care program be advertised and proposals submitted. A school-parent child care selection committee reviews the proposals, interviews applicants and recommends a provider to be awarded the site. There are approximately 110 before and after school child care programs in Montgomery County Public Schools being operated by 31 providers. In order to ensure consistency with procurement practices and to facilitate greater access to school space for all child care providers regardless of size and tenure, the ICB recently endorsed a new process to rebid before and after school child care placements every five years. Successful applicants will receive a one-year lease for the designated school site with a maximum of four annual renewals.

Proposal Submission

1. Submit 2 unbound paper copies (CUPF needs to electronically scan your proposal as an uneditable black and white document) of your completed proposal for each site (see attached listing of sites) you wish to be considered for, including all requested documents, by the close of business on December 19, 2008 the advertised date, to:

Attention: Eleanor Wallace
Community Use of Public Facilities
600 Jefferson Plaza, Suite 300
Rockville, MD 20852

Each page must conform to a standard 8 ½ x 11 inch size. Please be sure to thoroughly and accurately answer all questions as incomplete or erroneous information will invalidate your proposal. Applications/proposals become the property of CUPF and will not be returned. ALL PROPOSALS MUST INCLUDE A TABLE OF CONTENTS WITH PAGE NUMBERS (see application packet sample).

Current providers wishing to be considered for their current location(s) MUST submit a proposal.

2. **Include only requested information.** CD or other media will *not* be forwarded to the selection committee or returned to the applicant.

Proposal Rating/Interview Process

1. School-based selection committees will be formed for each school site included in this solicitation. Five to eight individuals representing parents, PTA leadership, the community, and the school will be selected by each school principal to serve on the school specific committee.
2. Each proposal will be rated based on information included in the proposal and requested documents as indicated in the application. All selection committee members will sign a non-disclosure statement.

Points will be awarded for the following criteria:

	<u>Max. Points Awarded</u>
• Qualifications of Applicant	15
• Program Implementation and Services	20
• Program Budget, Fees and Activities	25
• Parent Involvement	10
• Personnel and Staffing Plan	<u>15</u>
Technical Review Total	85
• Interview	<u>100</u>
Total Possible Score	185

3. The top three ranked applicants from the technical review of applications along with an applicant randomly selected by CUPF will be scheduled for an interview by the school-based selection committee. The current provider of the site will also receive an interview if not among the three highest ranked applicants. If fewer than five applications are received, all applicants will be interviewed.
4. The school-based selection committee will ask each applicant a set of questions pre-determined by the selection committee and will score the responses according to designated criteria. Ad hoc questions may only be asked to clarify information provided in the proposal.

Provider Requirements

The highest qualifying score by an applicant at each school site will be the starting point for selection at each site. If only one provider is interested in a site, the proposal will be reviewed to determine if all of the requirements/qualifications are met. If so, the sole applicant may be awarded the site. All applicants will receive written notification of the award no later than April 30, 2009.

Leasing/Licensing Requirements

The selected provider will:

1. Submit a facility request form for the school year along with a deposit of the first month's rent to CUPF by May 15. Subsequent monthly payments will be due no later than the last day of the previous month. Delinquent payments may result in cancellation of the permit with 30 days' notice.
2. Complete and submit licensing paperwork as required by the Maryland State Department of Education no later than July 1.

Interested licensed child care providers may contact the Maryland State Department of Education, Child Care Licensing Office, to determine what paperwork is required. You may contact them at 240-314-1400 or visit their website at

http://www.marylandpublicschools.org/MSDE/divisions/child_care/licensing_branch/licensing_office_mont.htm

Additional information about State requirements is posted at:

http://www.marylandpublicschools.org/msde/divisions/child_care/child_care.htm

3. Comply with Montgomery County insurance requirements (see attached sample) and forward a certificate of insurance to CUPF no later than August 1.
4. Guarantee that their program will be operational no later than the first day of school. Providers are responsible for ensuring that all licensing and insurance requirements are met before the start of the program.
5. Agree to accept Purchase of Care Vouchers from the Maryland State Department of Health and Human Services Child Care Subsidy Program or other State/Federal subsidies.
6. Maintain a current roster and wait list to provide to the principal if requested.

You may also be required to meet with the principal or his/her designee on a weekly or monthly basis, or be asked to form a parent board to discuss/address concerns which may include problems of supervision of children or issues regarding on-site staff.

7. Pay commercial rates when scheduling classes offered by a for-profit entity (such as karate, gymnastics, art classes, etc.)
8. Comply with ICB use and fee policies.
9. Reimburse schools directly for any use of their office equipment (such as fax and copier machines).

Site Specific Requirements

Site specific requirements are provided in Attachment A. PLEASE do not visit or directly contact the schools. If you need additional information about the site, please email eleanor.wallace@montgomerycountymd.gov.

Attachment A

Site Specific Requirements					
School Site	Normal School Day*		Other times of operation (professional/administrative holidays)	Primary Space available for program	Additional Program Components or Requirements
	Start – End Times before school day (including half day)	Start – End Times after school day			
Brown Station ES	7-9am	2:30-6pm	Half days – 12:30-6pm Full days – 7am-6pm	APR**	
Cashell ES	6:45-8:50am	3:05-6:30pm	Half days – 12:30-6:30pm Full days – 6:45am-6:30pm	APR**	Variety of activities such as clubs, sports, field trips, Parent's Night Out, Family Night Out; family centered activities
Chevy Chase ES	7-8:40am	3-6pm	Half days – 12:30-6pm Full days – 7am-6pm	APR**	
Cloverly ES	6:30-8:30am	3:05-6pm	Half day - 12:35-6pm Full day 6:30am-6pm	APR**	Drop-in services; homework time and support; a balance between structured and unstructured activities and opportunities for physical activity. No child care on administrative holidays (Christmas, Easter, New Year's Day, etc.)
East Silver Spring ES	7-9am	3:30–6:30 pm	Half days – 1-6:30pm Full days – 7am-6:30pm	APR**	Homework help; enrichment programs; drop-in availability
Kemp Mill ES	7:30-8:30am	3-6:30pm	Half days – 12:30-6:30pm Full days – 7am-6:30pm	APR**	Proficiency in Spanish would be helpful
Montgomery Knolls ES	6:30-8:30am	3:15-6:30pm	Half days – 12:30-6:30pm Full days – 6:30am-6:30pm	APR**	Proficiency in Spanish required; last-minute child care in emergencies
New Hampshire Estates ES	6:30-8:30am	3-6:30pm	Half days – 12:30-6:30pm Full days – 7am-6pm	APR**	Proficiency in Spanish; warm and caring staff with experience in child development
Somerset ES	7:30-8:45am	3-6pm	Half days – 12:35-6pm Full days – 7am-6pm	APR**	Drop-in availability; work closely with PTA; proficiency in Spanish
Wayside ES	7:30-9:00am	3:30-6pm	Half days – 1-6pm	APR**	
William Tyler Page ES		3-6pm	Half days – 12:30-6pm Full days – 9am-6pm	APR**	Willingness to work with school staff on individual student issues; Spanish proficiency preferable, but not required

* Program Hours are approximate based upon current schedules. Exact program hours for next school year will be available at the time of interviews.

**APR = All Purpose Room. A standard All Purpose Room can generally be licensed for a minimum of 20 or a maximum of 60 students, which is dependent on the provider's staffing.

EXPRESSION OF INTEREST

Bannockburn Elementary School is considering sponsorship of a before and after school child care program, but has not yet made a final decision. If you would like notification should a request for proposals be made, please submit the following information:

Organization/Business Name	
Representative/Contact Name	
Address	
Telephone	
e-mail	

You may return this form by

Fax: 240.7772707

Email: Eleanor.Wallace@montgomerycountymd.gov

Mail to: Community Use of Public Facilities
600 Jefferson Plaza, Suite 300
Rockville, MD 20852

Sample

ACORD. CERTIFICATE OF INSURANCE

DATE (MM/DD/YY)

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

TENANT'S BROKER

COMPANIES AFFORDING COVERAGE

COMPANY

A

COMPANY

B

COMPANY

C

COMPANY

D

INSURED

TENANT'S NAME AND ADDRESS AS IT APPEARS ON THE LEASE

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> -OCCUR OWNER'S & CONT PROT	XXXXXX	XX/XX/XX (FOR TERM OF USE)	XX/XX/XX (FOR TERM OF USE)	GENERAL AGGREGATE \$ 300,000 PRODUCTS-COMP/OP AGG \$ PERSONAL & ADV INJURY \$ EACH OCCURRENCE \$ 300,000 FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				STATUTORY LIMITS EACH ACCIDENT \$ DISEASE - POLICY LIMIT \$ DISEASE - EACH EMPLOYEE \$
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

MONTGOMERY COUNTY GOVERNMENT IS LISTED AS ADDITIONAL INSURED.

CERTIFICATE HOLDER

Montgomery County Government
Community Use of Public Facilities
600 Jefferson Plaza, Suite 300
Rockville MD 20852

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 45 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

TIPS FOR SUCCESSFULLY SHARING SPACE IN SCHOOLS FOR CHILD CARE PROGRAMS

Communication

While the school principal is not responsible for regulating the child care program or making programmatic decisions, input is needed to assure the child care program complements the school's educational program. At the beginning of the school year and at least quarterly, child care staff should meet with school staff and/or the school child care committee to share information and activities and address any concerns.

Outreach is vital to a successful program. Ask to be included in Back-to-School Night and other important school events. It may also be advantageous to have a column in the PTA Newsletter.

Be sure to conduct a parent survey and ensure that your program is meeting the academic and aesthetic enrichment needs of the children as well as the expectations of the parents.

Cleaning

Meet with the principal and building services manager at the beginning of the school year to establish cleaning standards and responsibilities. The respective responsibilities are generally as follows:

<i>School Staff:</i>	<i>Child Care Staff:</i>
<ul style="list-style-type: none">• Set up and take down cafeteria tables• Sweep floor tile• Spot clean floors, and wall as needed• Wash and disinfect floors at least weekly• Vacuum carpets daily and spot clean as needed• Clean and disinfect sinks and toilets daily• Ensure that all bathroom supplies are filled	<ul style="list-style-type: none">• Move tables within the room only after being properly trained by building services staff• Wipe tables and other surfaces used• Provide paper towels for projects• Place all trash in receptacles• Mop emergency spills from floors and surfaces• Place chairs on tables after use• Close blinds in a uniform manner

Equipment and Supplies

<i>School Staff will provide:</i>	<i>Child Care Staff will provide:</i>
<ul style="list-style-type: none">• Training for child care staff on the use of shared equipment, e.g., tables, etc.• Mops and brooms for cleaning emergency spills• Trash can liners, restroom supplies and liquid soap	<ul style="list-style-type: none">• Bleach/cleaning chemicals required by State Licensing regulations• Supervision and safety precautions to ensure children do not play on or try to help with moving equipment• Portable soap/paper towel kit for emergency use by children

Inclement Weather/Emergency Closures

- When schools and MCPS administrative offices are closed, all school and community activities (including child care) are cancelled.
- When schools are closed for students but administrative offices are open, child care providers may open according to their inclement weather plan.
- When schools are closed and MCPS administrative offices have a two hour delayed opening, child care programs will also open two hours late.
- When schools are closed and MCPS administrative offices close before the end of the workday, the child care programs may maintain normal hours.
- When schools and MCPS administrative offices have a two-hour delayed opening, all providers (HHS school site locations and MCPS joint occupant's child care programs included) may enter the building at 9:00 a.m.

Suggested Practices

- Establish an inclement weather policy and emergency plan for each school site and share it with the principal and building services manager.
- Establish a designated snow emergency entrance to the school with building services staff so that snow can be cleared from this area first.
- Inform building services staff of the program schedule on days when schools are closed but child care is open so they will know to have the building open. Also supply them with a copy of the room(s) you will use and the times you will use them. The room(s) requested must be licensed by the State. This information should also be communicated to Community Use of Public Facilities (CUPF). Do not use rooms that are not licensed or rooms you have not paid for.
- Communicate the snow emergency plan to parents and school staff via handbooks and flyers. Be sure to develop a mechanism for informing parents about emergency closings.
- Inform CUPF of any deviations from the inclement weather plan on the day of the closing. If you encounter a problem at the school (e.g., lockout or no heat), call and report the problem immediately to CUPF (240-777-2706) or the emergency message line at 240-777-2727. Notification must be received no later than the next business day in order to receive a facility fee credit.